



DEPARTMENT OF THE ARMY
U. S. ARMY GARRISON SCHINNEN
UNIT 21602
APO AE 09703-1602

IMEU-SCH-HR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Schinnen Standing Operating Procedures (SOP) for Sponsorship

1. **PURPOSE:** This Standard Operating Procedure outlines prescribed policy, procedures, and responsibilities for sponsoring military and civilian employees assigned to or supported by the USAG Schinnen.

2. **APPLICABILITY:** Applies to all U.S. military and civilian employees assigned to USAG Schinnen. Note: This SOP does not apply to civilian employees who are family members of U.S. military or civilian employees, if their sponsors are stationed in the same community.

3. References:

- a. AR 600-8-8, Military and Civilian Sponsorship
 - b. AE Pamphlet 600-8-8, How to be a Good Sponsor
 - c. Army in Europe Command Policy Letter 13, Sponsorship and In-processing, 4 May 2003
4. U.S. Army Garrison Benelux will notify the Director Human Resources (DHR) of all incoming Soldiers to the garrison. The Benelux Civilian Personnel Advisory Center (CPAC) will inform supervisors and the DHR about civilian employees who have accepted employment and provide information needed to contact new employees.

5. The DHR will:

- a. Ensure military sponsors to be appointed using S-GATE within ten calendar days after notification of the incoming Soldier's arrival.
- b. Appoint a primary and alternate sponsor for incoming military and civilian employees within five calendar days after notification of a new employee's projected arrival.

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- c. Coordinate the sponsorship training with ACS and insure that the training is completed.
 - d. Monitor the sponsoring of individuals within the Garrison; insuring the well being of each Soldier, family member, and DOD civilian.
6. The Directorate of Morale, Welfare, and Recreation will:
- a. Provide training for all newly appointed sponsors within 5 workdays of appointment by DHR.
 - b. Will provide the sponsor with a welcome packet that the sponsor will mail to the new employee prior to arrival. Sponsor will use certified mail to mail the welcome packet.
7. The sponsor will:
- a. Be in a grade equal to or higher than the incoming personnel (military or civilian).
 - b. Be familiar with available local transportation and be able to instruct newcomers in its availability and use.
 - c. Ensure that arrangements have been made for temporary housing and immediate needs are met upon arrival of newcomer.
 - d. Obtain an ACS welcome packet and forward a sponsorship packet and letter to the newcomer. Ensure that the in-processing guidebook is sent to newcomers.
 - e. Provide a copy of the sponsor's letter to the DHR.
 - f. Provide the newcomer with details about the organization and command, its mission and duties. Mission briefs are available from the DHR.
 - g. Find out about the specific needs and concerns of the newcomer and address them quickly.
 - h. Strongly advise incoming Soldier's and civilians to fly into Brussels International Airport.

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i. If traveling with pets, make sure that they are allowed at the temporary lodging facility. If not, ensure proper arrangements are made with local kennels, i.e. shots etc..

8. After arrival of the Soldier/new employee, the sponsor will:

a. Greet the new employee and/or family upon arrival at port of embarkation in the overseas area.

b. Ensure the newcomer has local contact information and to encourage newcomers to provide information to relatives in the United States in case of emergencies.

c. Escort the newcomer to all in-processing locations and provide a tour of essential post and community locations.

d. Escort personnel and their families to the Housing Offices at USAG Schinnen and JFC HQ Brunssum and other support agencies.

e. Notify the Central Processing Facility of the newcomers arrival to ensure that the CPF is prepared for in-processing.

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All